

## **COMMITTEE ON BILLS ON SECOND READING**

**December 19, 2006**

**4:30 PM**

Chairman Duval called the meeting to order.

The Clerk called the roll.

Present: Aldermen Dual, Lopez, Gatsas, Garrity, Pinard

Messrs.: T. Bowen, V. Lamberton, K. Sheppard

Chairman Duval addressed Item 3 of the agenda:

Ordinance:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

On motion of Alderman Garrity, duly seconded by Alderman Pinard, it was voted to approve the Ordinance and recommend that it ought to pass.

Chairman Duval addressed Item 4 of the agenda:

Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

Alderman Garrity asked is this going from a labor grade 17 to 19.

Thomas Bowen, Water Works Director, stated the individual right now is an Electrician II and paid at a pay grade 17A because he also has a Water Treatment Plant Operator’s license. What we are looking for and what has been proposed and discussed is creating a Process Control Technician position, which is primarily above and beyond the requirements of an Electrician. He does an awful lot of programming. The entire treatment plant runs on electronics these days and it is really not the duties of an electrician, even someone with a Master’s license.

Alderman Garrity asked does this particular person have a Master's license.

Mr. Bowen answered yes this person does have a Master's license. It is a requirement of the job also.

Alderman Lopez asked is this the only position in the entire City. Is there no other position like this in the City?

Mr. Bowen answered to my knowledge this is the only one.

Virginia Lamberton, Human Resources Director, stated whenever we are doing a position review, we don't just look at the position that is being reviewed but we look at other positions around the City and we actually went to EPD and Highway to ask if their electricians had anything similar to this and the answer was no but they might in the future.

On motion of Alderman Lopez, duly seconded by Alderman Garrity, it was voted to approve the Ordinance and recommend that it ought to pass.

Chairman Duval addressed Item 5 of the agenda:

Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

Alderman Lopez asked can somebody walk me through the process here. It says establish a new class specification for a Solid Waste Compliance Officer. Is that just establishing the job description? What would take place if that is the case?

Ms. Lamberton answered if you look at the letter that I wrote to you, the first paragraph says to establish a new class specification and position to be called Solid Waste Compliance Officer. That is what the request is.

Alderman Lopez asked if this is approved, what is the process to fill this position.

Ms. Lamberton responded if it is in the Highway Department and the Director of the Highway Department determines that funds are available, he is not included in the hiring freeze and he can fill the position.

Alderman Gatsas asked was this position created in the budget.

Ms. Lamberton answered I don't believe any positions are ever created in the budget. Typically they come to you during the course of the year for new classifications and if we get outside funding we will come in and request the establishment of a position.

Alderman Gatsas asked are you saying there was no discussion about this position during the budget.

Kevin Sheppard, Deputy Public Works Director, stated I believe during the budget process this position was requested but not filled at that time or established at that time. The Board of Mayor and Aldermen asked that this position be created and put into the Highway Department and that is how it has made its way through the process. I believe as part of the last budget process we did request this position.

Chairman Duval stated there would be further action required by the Board to actually fill the position.

Ms. Lamberton replied no there would not.

Chairman Duval asked the request of the Highway Department.

Ms. Lamberton stated when you approved the Highway Department's budget, you authorized the Director of the Highway Department to take a cut in his budget, I believe of 3%, and he would be exempt from the hiring freeze and the Board approved that during the budget process.

Alderman Lopez stated the way I remember it is there were five vacancies at the Highway Department and they weren't obligated to come back and he would run his budget according to those five vacancies.

Ms. Lamberton responded his commitment was to take the cut from last year's budget and he would manage his funds by keeping positions vacant as he determined were appropriate to run the Highway Department and he has done that. He has vacancies in the Highway Department.

Alderman Lopez stated I am just a little confused as to the class specification and just because it is there what the process needs to be. What I hear you saying is if he had enough money he could ask the Mayor to fill that position.

Ms. Lamberton replied he does not have to ask the Mayor to fill the position. The Board authorized him to manage his department according to when he felt he had funds available and the full Board actually...I believe it was Alderman O'Neil or Alderman Roy but I was instructed to work with Mr. Thomas to get this class specification going and hopefully if funds were available to get the program running.

Chairman Duval asked can I have a reminder from the City Clerk on past actions of the Committee and Board.

Deputy City Clerk Johnson stated this is a position that has come to the Board a couple of times and Ginny was requested to develop a job description for it. That process went through HR and has landed in this Committee but the Board's direction as I understood it at the time was they wanted to have the position created because there was no classification for it. The issue in terms of filling the position was not clear at the Board level. It was my understanding they merely wanted to create the job classification and were not looking to fill the position at the time and that was pretty clear, I believe, in the discussion that took place at that time and I am speaking of the very last time it was at the Board level. I am not sure if Ms. Lamberton was there that evening or not. Aside from that basically what Ms. Lamberton is saying is that Highway was excluded and, therefore, if they want to fill the position they can without having to go through a further process and I believe she is correct on that based on other actions of the Board. So perhaps in this instance if the intent is that you want the classification set-up but don't want the position filled unless the Board is clear that it is a position that they want filled in the Highway Department they could direct the Highway Department not to fill it and that could be part of the recommendation as well from this Committee if it so desires.

Alderman Gatsas asked Ms. Lamberton is this similar to the position, well the positions aren't similar but the Mayor came to us looking for a new position in his office and this is looking to create a new position in Highway correct.

Ms. Lamberton answered yes to the second part of your question.

Alderman Lopez stated I am trying to...as the Chairman of HR, Alderman Gatsas, wasn't there some discussion that we would create the class specification but if they wanted to fill it they had to come back to HR. Am I mistaken?

Deputy City Clerk Johnson responded that was part of the discussion in the HR Committee as well.

Alderman Lopez stated I think both parties are right. The Highway Department was exempt from the budget so that is another issue.

Chairman Duval stated the Committee on HR I think voted in support of creating the class specification correct.

Deputy City Clerk Johnson replied they approved the classification that is before you and that went to the Board and was accepted by the Board and referred to this Committee.

Alderman Garrity moved to receive and file. Alderman Gatsas duly seconded the motion. Chairman Duval called for a vote. The motion failed.

Alderman Lopez moved to approve the Ordinance and recommend that it ought to pass with the stipulation that if the Highway Departments wants to fill the position they have to come back to the HR Committee. Alderman Pinard duly seconded the motion. Chairman Duval called for a vote. The motion carried with Aldermen Gatsas and Garrity being duly recorded in opposition.

Chairman Duval addressed Item 6 of the agenda:

Ordinance:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

Deputy City Clerk Johnson stated we did provide the Committee with the appropriate language that was approved by the HR Committee and forwarded on from the Board in its proper technical form.

Alderman Lopez moved to approve the Ordinance. Alderman Gatsas duly seconded the motion for discussion.

Alderman Gatsas stated Ginny on the third line my understanding was that it was to be approved by the HR Director and the HR Committee.

Ms. Lamberton responded no none of the language in any of the ordinances does that for any personnel matter. If the HR Director doesn't approve something then the employee can go to the HR Committee.

Alderman Gatsas replied so what you are saying is if the pay range is \$5,000 to \$10,000 and you want to go to \$10,000...

Ms. Lamberton interjected you can't do that because the ordinance only allows you to go one step at a time.

Alderman Gatsas asked what are the increments in steps. Give me a step difference.

Ms. Lamberton asked percentage.

Alderman Gatsas answered from step 1 to step 2. Pick any classification you want.

Ms. Lamberton replied I don't understand your question.

Alderman Gatsas stated what I am saying is that there is a range within the step. Is that correct?

Ms. Lamberton responded that is correct.

Alderman Gatsas stated I was just trying to say that there is a \$5,000 range between those steps. Maybe there is only a \$2,000 range.

Ms. Lamberton responded it is 3% between steps.

Alderman Gatsas stated but obviously there is a range between that step. If the step is \$26,700 to \$36,200 and that is more than a 3% range I understand but you have the ability to say that it is the highest number in that step rather than the lower.

Ms. Lamberton replied no. We have a salary matrix that tells us precisely what each grade and each step within that grade is worth and you have ordinances and contracts that say an employee can go from step 1 at the end of a year to step 2. The next year they go to step 3. They can't jump steps.

Alderman Gatsas stated I guess I am not making myself clear. It says here "full time employees may be advanced at a higher rate within the range." That is what it says.

Ms. Lamberton responded that doesn't mean they can get moved along to more than one step. We had an ordinance that provided for that and we eliminated that a couple of years ago.

Alderman Gatsas stated there is a range...this is talking about a range and higher rates within the range. What does that mean? Give me a specific.

Ms. Lamberton replied step 2 is higher than step 1. Step 3 is higher than step 2. Step 4 is higher than step 3. That's all. The higher steps.

Alderman Gatsas asked so there is no range within those steps.

Ms. Lamberton answered no. Do you mean can you give something in the middle between a step? No.

On motion of Alderman Lopez, duly seconded by Alderman Pinard, it was voted to approve the Ordinance and recommend that it ought to pass.

Chairman Duval addressed Item 7 of the agenda:

Ordinance:

“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

Alderman Garrity asked Ms. Lamberton can you tell me the vacation policy for an employee's length of service. Can you briefly explain to me what the benefits are?

Ms. Lamberton answered I don't have the ordinance in front of me but I will try to just give you what I remember. I think that in the first 5 years you get two weeks and after 5 years you get three weeks. At some point further down the road you get four weeks. I don't get it so I don't know.

Alderman Garrity asked what is the length of time that some of the more senior employees get. Say someone is here 20 years.

Ms. Lamberton answered 20 years I think they can get five weeks.

Alderman Garrity asked does it go above five weeks.

Ms. Lamberton answered no.

Alderman Gatsas moved to approve the Ordinance and recommend that it ought to pass. Alderman Lopez duly seconded the motion. Chairman Duval called for a vote. The motion carried with Alderman Garrity being duly recorded in opposition.

There being no further business, on motion of Alderman Garrity, duly seconded by Alderman Pinard it was voted to adjourn.

A True Record. Attest.

Clerk of Committee